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4 April 1951

MEMORANDUM

TO : Deputy Comptroller

FROM: Finance Division

SUBJ: Audit Policies Governing Unvouchered Funds

1. Reference is made to your memorandum dated 20 March 1951, subject same as above, wherein it is requested that the Finance Division prepare a list of justifications for the use of taxicabs generally submitted by the persons requesting reimbursement from unvouchered funds.

2. A review of a considerable number of claims for reimbursement for taxicabs in Washington reveals the following justifications as predominant:

- (a) Transportation in company with individuals employed by CIA in a covert capacity which precluded use of Government transportation for security reasons.
- (b) Transportation to a covert meeting place which precluded the use of Government transportation for security reasons.
- (c) Transportation required to meet an urgent fixed appointment at a time when Government transportation was not available.
- (d) Transportation required to transport unusually bulky documents or delicate or cumbersome equipment at a time when Government transportation was unavailable and an urgent need existed for this service.
- (e) For general operational use when pool cars were not available.

3. It is to be noted that the revised Standardized Government Travel Regulations, as amended 1 October 1950, states in Section 3, Paragraph 11, that:

"The hiring of boat, automobile, taxicab, aircraft, livery, or other special conveyance will be allowed if the use of such facilities is authorized or approved as advantageous to the Government whenever the employee is engaged on official business within or outside his designated post of duty." (Underlining supplied.)

Accordingly, it is felt that Paragraph 6.6 of the Confidential Funds Regulations should be amended to establish the Agency policy relative to the determination of "advantageous to the Government". It is felt that a general recognition of security, costs, time

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- 2 -

saving, and other pertinent factors should be spelled out in the Regulations to provide for a consistent and equitable manner of reviewing and auditing claims for the reimbursement for the use of taxicabs.

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Acting Deputy Chief, Finance Division

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